

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Director of Instruction : Vice-Pres. for Acad. Affairs

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Laboratory apparatus, projector, calculator, etc.

18. CONTACT			19. WORKING CONDITION		
	Occasional	Frequent			
General Public	: X :	:	Normal Working Condition	:	: X :
Other Agencies	: X :	:	Field Work	:	:
Supervisors	:	: X :	Field Trips	:	:
Management	:	: X :	Exposed to varied Weather	:	:
Others (Specify)	:	:	Others (Specify)	:	:

20. I CERTIFY that the above answers are accurate and complete.

Jan. 11, 1993
Date

Oh Capuno
OTHELLO H. CAPUNO
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To teach Plant Breeding and Genetics courses; to conduct research as well as extension services.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education: PhD degree w/ specific area of specialization plus
Experience: other requirements per QS of the College

23b. Licenses or certificates required to do this work, if any.
None

24. I hereby certify that the above answers are accurate and complete.

Date

Paciencia P. Milan
PACIENCIA P. MILAN - Dir. of Inst.
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva
M. R. VILLANUEVA
Head of Agency

Promo 12-1-92

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

LOCAL GOVERNMENT T

VISAYAS STATE COLLEGE OF AGRICULTURE
PORT PRINCIPLE

4. DEPT./BRANCH/SECTION

DPP VISCA

6a. PRES. APPROV.

ACT/ RA 7180

BOARD RES

ORD. NO.

ITEM NO. 89-3

8. OFFICIAL DESIGNATION OF POSITION

Professor III

10. WAPCO, CLASSIFICATION OF THE POSITION

~~:1. NAME OF EMPLOYEE~~

CAPUNO

OTHELLO

(Family Name) (Given Name) (Middle Name)

:3. BUREAU OR OFFICE

:5. WORK STATION/PLACE OF WORK

Baybay, Leyte

:7a. SALARY P.A.

AUTHORIZED

ACTUAL

¥151,800.00 :

9. WORKING PROPOSED TITLE

Professor III

: 11. OCCUPATION GROUP TITLE

(Leave blank)

12. (FOR 1964) GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY 177

CITY 77

PROVINC 77

1st	2nd	3rd	4th	5th	6th
:	:	:	:	:	:

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of: DUTIES ---

Working :

Time

508

208

208

10%

1. Teaches Plant Breeding, genetics & field plot techniques.

: 2. Prepares research proposals & implement researches in
: Plant Breeding.

3. Performs extension services.

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: 4. Performs other functions that may be assigned by
: supervisors.
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